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REGULATION

SUPPLY
BOARDS OF SURVEY
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Document No. 014
Change in Class. ☒
Declassified
Class. Changed To: TS S C
Date: 22 NOV 1978
By: 015

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1. GENERAL

This Regulation provides for the establishment of Boards of Survey and prescribes policies and procedures to be followed in the investigation of and reporting on the status or condition of U. S. Government property which has been lost to use by the Agency.

2. PURPOSE OF BOARDS OF SURVEY

The purpose of Boards of Survey is to investigate, for the convening authority, all facts and circumstances relative to the condition of the property described in the survey; to determine the causes of damage, loss, or destruction; to recommend pecuniary liability or relief from accountability or responsibility; and to recommend appropriate accounting action and disposition of the items involved, and in certain cases prescribed herein, take final action on Reports of Survey.

3. REPORTS OF SURVEY

a. A Report of Survey will be required under the following circumstances:

- (1) When property is lost or cannot be accounted for (except for authorized inventory adjustment by an Accountable Officer as prescribed in R [REDACTED]).
- (2) When property is destroyed or damaged, or is found to be unserviceable. (Exceptions to this requirement are made when the condition of such property is attributable to fair wear and tear, or is obviously not caused by fault or neglect of any individual.)
- (3) When property has been misappropriated, misused, or disposed of in an unauthorized manner.

b. Reports of Survey shall detail the facts and circumstances surrounding the loss, destruction, or condition of property under survey.

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- c. Reports of Survey will be submitted by responsible individuals within thirty days after discovery of conditions requiring Reports of Survey. When this thirty-day period is exceeded, an explanation will be furnished. Any unjustified delay in the submission of a report will be considered by the Board of Survey for any bearing it may have on the loss of the property.

4. BOARDS OF SURVEY

a. STATION OR DEPOT BOARDS OF SURVEY

(1) Establishment

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Heads of [REDACTED] field installations will establish Boards of Survey consisting of one or more persons.

(2) Duties

Boards of Survey will:

- (a) Investigate matters contained in all Reports of Survey.
- (b) Determine whether or not loss, damage, destruction, or condition of property was due to fault or neglect of any individual.
- (c) When fault or neglect is indicated, recommend the extent to which individual should be held liable, taking into consideration value of the material, deterioration, cost of repair, and other pertinent facts.
- (d) Submit findings and recommendations to the convening authority who will take final action or forward to headquarters Board of Survey, as prescribed in paragraph 7.

b. SENIOR REPRESENTATIVES' BOARDS OF SURVEY

(1) Establishment

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Senior Representatives establish Boards of Survey in accordance with [REDACTED] Such Boards of Survey consist of two or more individuals, and make recommendations to the Senior Representative on matters pertaining to loss, damage, destruction, theft, or unauthorized disposition of property for which the Agency is responsible.

(2) Duties

Senior Representatives' Boards of Survey:

- (a) Review all Reports of Survey in excess of \$100.

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- (b) Determine by review that proper and adequate action has been taken by responsible individuals.
- (c) Recommend to Senior Representatives action to be taken. Senior Representatives will take final action or forward the findings to headquarters Board of Survey with recommendations as to action to be taken, as prescribed in paragraph 7.
- c. The Chief of Logistics is authorized to take final action on Reports of Survey not in excess of \$100 after investigation or review of the facts and submission of recommendations by an individual designated by him for that purpose.
- d. HEADQUARTERS BOARD OF SURVEY

(1) Establishment

A Board of Survey will be established in headquarters for the purpose of acting on or making recommendations on matters pertaining to loss, damage, destruction, theft, or unauthorized use or disposition of Agency property. The Board of Survey will consist of representatives, appointed by the Deputy Director (Administration), from the following offices:

Chairman	Logistics Office
Member - Financial	Office of the Comptroller
Member - Legal	Office of the General Counsel
Member - Security	Security Office
Member - General	Nominated by Deputy Director (Plans), Deputy Director (Intelligence), Assistant Director for Communications, Director of Training, or Assistant Director for Personnel, as appropriate to serve on Boards only when Surveys originated by these Components are involved
Recording Secretary	Logistics Office

(2) Duties

- (a) The Recording Secretary will receive Reports of Survey on which final action has not been taken, review for proper and adequate action and documentation by the responsible activity, and when in order present to the Board of Survey for action.
- (b) The Board of Survey will take final action on Reports of Survey not in excess of \$1000, including a determination of accountability, supervisory and individual responsibility, and pecuniary liability.
- (c) The Board of Survey will recommend action to be taken on Reports of Survey in excess of \$1000, including recommendations on accountability, responsibility and liability, and forward to the Chief of Logistics for endorsement and/or comments, and submission to the Deputy Director (Administration).

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- (a) The Recording Secretary will write up the action or recommendation of the Board of Survey and distribute the Reports of Survey on which final action has been taken.

5. POLICY ON PECUNIARY LIABILITY

The Agency policy on fixing pecuniary liability is listed below for the guidance of heads of [REDACTED] field installations and Survey Boards:

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a. INDIVIDUAL RESPONSIBILITY

When property issued to an individual for his express individual use or custody becomes the subject of a Report of Survey, that individual will show cause why he should not be held liable.

b. SUPERVISORY RESPONSIBILITY

When property for which an individual has supervisory responsibility, but not individual responsibility as stated in paragraph a above, becomes the subject of a Report of Survey, liability will not be assessed against the individual having supervisory responsibility unless one or more of the following conditions are established:

- (1) The responsible supervisor did willfully cause, or allow to be caused, misuse, misappropriation, abuse, or unlawful disposal of property.
- (2) Willful noncompliance with regulations and directives to the extent that such acts or omissions were direct causes of the conditions which required a Report of Survey.
- (3) Other contributing factors constituting negligence or reckless indifference to consequences.

6. REPORTS OF FINDING OF BOARDS OF SURVEY

a. FINDINGS

- (1) The report will generally be confined to findings of facts and recommendations.
- (2) The findings will state in every case whether an individual or individuals are found to be liable.
- (3) Findings will indicate the action to be taken on the disposition of property, in accordance with [REDACTED]
- (4) Where all members of the Board concur in the findings, the report will so indicate by the signature of each member.

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- (5) Should a member not concur, he may submit a signed minority report to be embodied in the record.

b. SUBMISSION OF INVESTIGATION REPORT

The investigation and reporting action of a Board of Survey will normally be completed within 20 days of date of receipt of the Report of Survey. When unforeseen complications are encountered, the convening authority will authorize extensions until completed. A copy of the report of findings by the Board of Survey adverse to an employee will be forwarded through administrative channels to the Office of Personnel.

7. APPROVING AUTHORITY

- a. The Deputy Director (Administration) will review the findings of Boards of Survey and take final action in all cases of survey in excess of \$1000.
- b. Except as stated in paragraph c below, the Senior Representatives are the approving authorities for all Reports of Survey not in excess of \$1000 submitted by activities under their jurisdiction.
- c. Station, Mission, and Depot Chiefs and heads of [REDACTED] field installations may take final action on Reports of Survey not in excess of \$100.
- d. The headquarters Board of Survey is authorized to take final action on Reports of Survey not in excess of \$1000.
- e. The Chief of Logistics may take final action on Reports of Survey not in excess of \$100.

8. APPEAL

In cases where pecuniary liability is established, the individual may appeal, in writing, to the Director of Central Intelligence, through the headquarters Board of Survey within 60 days after receipt of notification of liability. The Board of Survey finding an individual liable shall inform him of his right to appeal at the time of notification of liability.

9. REPORT OF FINAL ACTION TAKEN IN FIELD

Accountable Officers will prepare one copy of each Report of Survey for transmittal to headquarters in all cases in which final action is taken in the domestic field. Copies will be accumulated and forwarded monthly to the Chief of Logistics through administrative channels who will review these copies to determine compliance with the policies of this Regulation.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

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L. K. WHITE
Deputy Director
(Administration)

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ORIGINAL DOCUMENT MISSING PAGE(S):

Attachment

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Approved For Release 2002/02/12 : CIA-RDP78-04718A001000190017-4

Approved For Release 2002/02/12 : CIA-RDP78-04718A001000190017-4